

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1525

FLSA: Non-Exempt

CLASSIFICATION TITLE: BUILDING MAINTENANCE MECHANIC

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled, semi-skilled, and manual work functions associated with maintenance of city buildings, equipment, and related facilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs general repair and maintenance work on city buildings, equipment, and related facilities; assists in performing skilled, semi-skilled, and manual work functions involving building construction, heating and air conditioning, carpentry, electrical, mechanical, plumbing, and painting projects.

Ensures that construction, operation, and maintenance of buildings, equipment, and systems are in compliance with applicable laws and regulations.

Conducts maintenance inspections of buildings, equipment and facilities to identify necessary repairs.

Performs various building construction tasks such as constructing buildings and structures, constructing walls and stairs, hanging/finishing sheetrock, installing doors/trim, building concrete forms, finishing concrete, installing drop ceilings, replacing ceiling tiles, repairing roof leaks, and painting interior/exterior surfaces.

Performs various carpentry tasks such as constructing/installing cabinets.

Performs various electrical tasks such as troubleshooting electrical problems, installing electrical receptacles and switches, replacing breakers, wiring electrical devices, assembling/installing light fixtures and pole lighting, repairing garage doors, installing ceiling fans, and replacing light bulbs and ballasts.

Performs various plumbing tasks such as repairing/replacing plumbing fixtures, clearing water lines and drains, and repairing plumbing leaks.

Performs various heating/air conditioning tasks such as servicing/maintaining heating, ventilation and air conditioning systems, troubleshooting refrigeration problems, cleaning condenser coils, and cleaning/replacing filters.

Performs various welding work; fabricates metal parts and components.

Performs various general/manual work tasks associated with department projects, which may include installing appliances and equipment, inspecting gas lines, installing/repairing locks/hardware, re-keying locks, running wires/cables, climbing ladders, digging holes/ditches, and lifting/moving heavy materials.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, bucket truck, forklift, tractor, trencher, air conditioner, heater, generator, pump, drill, drill press, radial arm saw, table saw, router, surface planer, sign machine, welder, torch, gauges, meters, shovel, carpentry tools, locksmith tools, plumbing tools, electrician tools, painting tools, mechanic tools, and diagnostic instruments.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Transports, loads and unloads various equipment and materials used in projects.

Monitors inventory levels of parts, equipment, tools, or supplies; initiates requests for new or replacement materials; purchases or obtains parts and materials as needed.

Monitors work performed by outside contractors.

Prepares or completes various forms, correspondence, reports, logs, lists, diagrams, and other documents.

Receives various forms, reports, work orders, blueprints, diagrams, specifications, maps, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, electronic mail, or other software programs.

Communicates with supervisor, employees, other departments, vendors/suppliers, contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

ADDITIONAL FUNCTIONS

Conducts various errands as needed.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in mechanics, electrical work, HVAC, plumbing, welding, carpentry, construction, or general building maintenance; supplemented by one year previous experience and/or training that includes mechanics, electrical work, HVAC, plumbing, welding, carpentry, construction, or general building maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form;

and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.